

# VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376  
REV(11/01)

Description of Position	TITLE OF POSITION: <u>Bookstore Clerk</u>	CLASSIFICATION CODE: <u>02418200</u>
	SALARY RANGE: <u>\$24,682 - \$26,334</u>	REFERENCE POSITION NO.: <u>1</u>
	Department or Agency Name <u>State Colleges</u>	APPLICATION PERIOD: <u>07/07/03 - 07/13/03</u>
	Division/Section/Unit <u>CCRI - Bookstore</u>	
	Assignment(s) / Comments <u>Mon. - Thurs., 11:30am - 7:30pm and Fri. 8:00am - 4:00pm when classes are in session.</u>	
	Shift and Days: <u>Mon. - Fri. 8:00am - 4:00pm when</u>	Job Location: <u>Primarily Warwick</u>
	Restrictions/Limitations: <u>classes are NOT in session. Hours &amp; campus may vary depending on the needs of the dept.</u>	
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No <u>        </u>	
	Name of Bargaining Unit Union: <u>NEA</u>	
	There is* <u>    </u> is not <u>X</u> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b>	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> </ul>	<ul style="list-style-type: none"> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul>
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b>	
	<ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
	Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>
See attached job description.		
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	<b>Education:</b> Such as may have been gained through: <b>or Experience:</b> Such as may have been gained through: <b>Special Requirement:</b>	
	See attached job description.	
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>	
	Office of Personnel Services	<b>Telephone #:</b> <u>401-825-2311</u>
	Community College of RI	<b>Fax #:</b> <u>401-825-2345</u>
	400 East Avenue	<b>TTY/TDD #:</b> <u>401-825-2313</u>
	Warwick, RI 02886-1807	(Telecommunication Device for the Deaf)



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

**CLASS TITLE:****BOOKSTORE CLERK****CLASS DEFINITION:**

GENERAL STATEMENT OF DUTIES: In a bookstore located at a State University, College or other institution of learning, to serve as a retail clerk serving customers, recording sales, maintaining records and performing limited housekeeping chores; to act as a cashier in a bookstore; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a supervisor; work is reviewed in process for conformance to established policies and procedures.

SUPERVISION EXERCISED: Usually none.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

In a bookstore located at a State University, College or other institution of learning, to serve as a retail clerk waiting on students, faculty members, staff members and other patrons.

To operate a cash register, receiving payments for merchandise sold, registering such payments and accounting for cash received.

To answer inquiries related to the location of books, merchandise, and other sundry items on sale in the bookstore.

To record and complete charge slips for credit transactions.

To take special orders for books and merchandise not in stock.

To accept merchandise and books returned and to record such returns on inventory control forms.

To safeguard bookstore property and merchandise against pilfering and shoplifting.

To dust and clean books, merchandise, shelving and sales areas and to refill stock as needed.

To maintain records and inventories.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

KNOWLEDGES, SKILLS, AND CAPACITIES: A working knowledge of the procedures and practices used in registering and handling cash receipts; the ability to deal with the general public in a courteous and helpful manner; a working knowledge of bookstore sales procedures and practices; a familiarity with the operation of a perpetual inventory; the ability to record bookstore transactions; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school.

Experience: Such as may have been gained through: employment in a bookstore, other retail establishment or in a capacity requiring direct contact with the general public.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.